

Muzahir Abbas

Executive Assistant (AI Powered)

Islamabad, Pakistan • +92-3125039952 • Born: 26/12/1996 • Nationality: Pakistan

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Technologist and automation expert dedicated to enhancing executive productivity through AI-driven solutions. With a background in building complex workflow automations, I specialize in designing and deploying custom AI tools that eliminate administrative friction, streamline communication, and accelerate decision-making. Proven ability to translate high-level needs into practical, automated systems that allow leaders to focus on strategic growth.

Education

National University of Sciences and Technology (NUST)

09/2015 - 06/2020

Bachelor of Science - Computer Science

Work Experience

Creative Technology Lead (AI & Automation)

04/2024 - Present

SparKE Production — Islamabad, Pakistan

- Designed and deployed an AI-first production model, building generative AI workflows that accelerated asset creation and marketing content generation by 50%.
- Automated key animation and digital asset management pipelines, eliminating production bottlenecks and improving team output by over 25%.

AI & Automation Developer

04/2024 - Present

Freelance — Remote

- Developed custom AI applications for clients to automate core business operations in marketing, sales, and data management, reducing manual task execution time by an average of 40%.
- Engineered end-to-end automations using Zapier, Make, and Python, creating scalable solutions for complex administrative and operational workflows.

Technology Lead & Developer

07/2025 - 09/2025

Eco Hope — Islamabad, Pakistan

- Implemented automation strategies that reduced manual data handling by 60%, significantly improving staff efficiency and focus on core mission tasks.
- Led the design and launch of a full-stack stakeholder portal, improving data accessibility and streamlining organizational operations.

Co-Founder and CEO

04/2016 - 02/2020

Zenith Adventures — Islamabad, Pakistan

- Managed all operational aspects of a travel startup, successfully leading over 25 complex, multi-day projects from conception to completion.
- Architected and built the company's entire booking and event management portal, automating client management and improving booking efficiency by 70%.

Certifications

AI for Organizational Leaders — Microsoft and LinkedIn

Build Your Generative AI Productivity Skills — Microsoft and LinkedIn

Generative AI Automation Specialization — Vanderbilt University

Google IT Automation with Python — Google

AI Agent Developer — Vanderbilt University

Projects

AI Career Copilot

Developed an AI tool to analyze and score resumes against job descriptions, automating a key HR screening task and providing instant optimization feedback. ([Link](#))

AI-Powered Social Media Scheduler

Created a serverless application that uses Generative AI to adapt and schedule social media content, streamlining multi-platform marketing campaigns. ([Link](#))

Veritas Lens: AI Fact Checker

Built an AI-powered browser extension to accelerate research and critical analysis by providing on-demand fact-checking and source evaluation for executives. ([Link](#))

Automated Application Workflow Prototype

Engineered a workflow prototype using LLMs and Python to assemble and tailor application documents, demonstrating a 90% reduction in document preparation time. ([Link](#))

Skills

AI & Automation

Generative AI • AI Agents • Business Process Automation • Workflow Design • AI Tool Development • Prompt Engineering

Technical & Cloud

Python • React • Node.js • Google Cloud • Docker • Firebase

Productivity & Management

Zapier • Make.com • Project Management • Operations Management • System Design

Languages

English (Fluent) • Urdu (Native) • German (Beginner)